



**FI\$Cal**

*Financial Information System for California*

# BUSN225d – Grants Sponsor Configuration Workshop

***February 3rd, 2015***

# Agenda

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- Department Configuration Workshop Objectives and Outcome
- Department Task Definitions
- Demonstration of Department Configuration Task Functionality
- Walkthrough of Department Configuration Task
- Next Steps

# Configuration Workshop Objectives and Outcomes

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## **Objectives:**

- Define configuration values to support FI\$Cal Grants Sponsor functionality
- Produce configuration data entry spreadsheets for each configuration build work unit
- Validate configuration data entries with key business users, project management, and where applicable, department stakeholders

## **Outcome:**

- Configuration build will be the basis for what configuration values will be loaded into the FI\$Cal system for Grants Sponsors.

**Configuration:  
Set-up values within the application.**

# Department Task Definitions

Term	Definition
<b>Sponsor</b>	An external entity or source that funds research and other projects.
<b>LOC Number</b>	A number issued by a Federal agency, where the agreed mode of payment is a Letter of Credit
<b>Sponsor Levels</b>	Optional. Define the levels within a sponsor organization with which the institution conducts business. Examples of sponsor level values might include <i>Division, Primary, Program, Department, Sub-Sponsor</i> , or any other level that you want to define. This is an optional value displayed on Proposal forms if printed using PeopleSoft delivered forms.
<b>Program Types</b>	Optional. A program type identifies the type of work being performed for the sponsor . It is used to maintain institution-defined program types for a sponsor. This is an optional value displayed on Proposal forms if printed using PeopleSoft delivered forms. Examples of Program Types : APPL ( Applied Research), P2 (Pollution Prevention), SRP( State and Tribal Response)
<b>Sponsor Types</b>	Optional. Sponsor Types can be used to define the types of sponsors with which the department has relationships. E.g. FED ( Federal), STATE ( State), BUSINESS( Business/ Profit Entity)
<b>Sponsor Base</b>	The Sponsor base signifies the Facilities and Administration (F&A) rate applicable to the sponsor. This rate is supplied by default to the proposal and award pages for the calculation of indirect costs. This is required only if we need to calculate indirect costs on the award. Examples of Sponsor Base: MTDC( Modified Total Direct Cost), TDC ( Total Direct Cost), S&W (salaries and wages)

# Walkthrough of Department Configuration Functionality

- **Grants Sponsor Details:** Required Fields on Sponsor Details page are highlighted below:

General Info	Details	Attributes	Bill To Options	Ship To Options	Sold To Options	Miscellaneous General Info
<p>SetID: 0840      Sponsor: 1154</p>						
Level:		<input type="text"/>	<input type="checkbox"/> Federal <input type="checkbox"/> US Flag Carrier Required <input type="checkbox"/> Foreign			
Sponsor Type:		<input type="text"/>				
Program Type:		<input type="text"/>				
Reports To Sponsor:		<input type="text"/>				
CFDA Number:		<input type="text"/>	Cost of Living Increase Pct:		<input type="text"/>	
Sponsor Base:		MTDC	Sponsor Salary Cap:		0.00	
Allowable Construction Pct:		<input type="text"/>	Not allowable Construction Pct:		<input type="text"/>	
Federal Share Percentage:		100.00				
<input checked="" type="checkbox"/> Letter of Credit		Letter of Credit Sponsor:		1154		
<p>Letter of Credit Info      Find   View All      First 1 of 1 Last</p>						
LOC Number:		1234567891	Comments:		<input type="text"/>	

# Walkthrough of Department Configuration Functionality

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- The required fields on Sponsor page are:
  - ☐ Business Unit
  - ☐ Sponsor Name
  - ☐ Letter of Credit (LOC) Number
  - ☐ Sponsor Base( In case Department calculates Indirect Costs)
  
- The following fields are optional :
  - ☐ Sponsor ID
  - ☐ Sponsor Level
  - ☐ Sponsor Type
  - ☐ Program Type





# Walkthrough of Department Configuration Functionality

## ■ Facilities and Administration (F&A) Base



### Facilities and Administration Bases










SetID: 4170 FA Base ID: MTDC

**Details** Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1901  \*Status: Active   

\*Description: Modified Total Direct Cost

**Budget Item Details** Personalize | Find   First 1-3 of 3 Last

*Budget Item	Description		
OTHER 	Other		
SALARIES 	Salaries		
TRAVEL 	Travel		

# Walkthrough of Department Configuration Functionality

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## ■ Budget Items

- Budget Items are to be identified so that the F&A Base can be setup with the identified Budget Items included
- F&A Tree is setup with all the identified Budget items included. Budget Items are linked to specified Expense accounts so that the costs booked to these accounts can be included in indirect cost calculation



# Walkthrough of Department Configuration

## Functionality: Budget Items

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Budget Item	Budget Item Description
PERSON	Personnel — Salary & Benefits
FIXFEE	Fixed Fee — SBIR/STTR Only
CONSLT	Consultant Services (Both)
EQUIP	Equipment
SUPL	Supplies
TRAVEL	Travel
DOTRAV	Domestic Travel
FOTRAV	Foreign Travel
INPATI	In-Patient
OTPATI	Out-Patient
RENO	Alterations and Renovations
OTHER	Other Expenses

# Walkthrough of Department Configuration

## Functionality: Budget Items

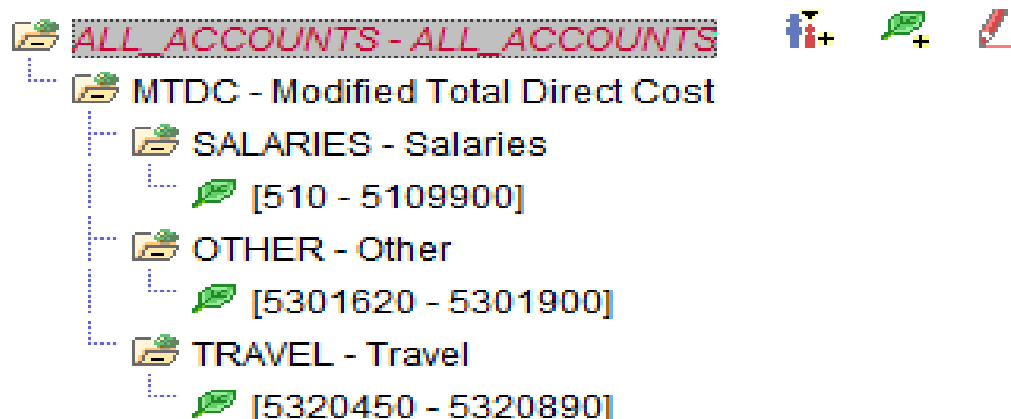
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Budget Item	Budget Item Description
SUB < 25	Sub-award Direct < \$25,000
SUB > 25	Sub-award Direct > \$25,000
SUB <25 F	Sub-award F&A < \$25,000
SUB >25 F	Sub-award F&A > \$25,000
STPOTH	Stipends Other
STPOST	Stipends — Post Doctoral
STPPRE	Stipends Pre-Doctoral
TUITIO	Tuition
TRNTRV	Trainee Travel
TRNEXP	Training-Related Expenses
REVEST	Revenue Estimate
FACADM	Facilities Admin
CONSTR	Construction

# Walkthrough of Department Configuration Functionality

## ■ F&A Tree

- F&A Tree establishes the relationship between the F&A Base and Budget Items. F&A Base name on Award must match the node name on the Tree ( e.g. MTDC)
- Project costs booked to the expense accounts specified on the tree are included in indirect cost calculation for the Project



# Walkthrough of Department Configuration Task

## ■ Sponsor LOC Details

Business Unit	Sponsor Name	Sponsor ID	Sponsor Type	Program Type	Sponsor Level	Sponsor Base	LOC Number
character	character	character	character	character	character	character	character
5	40		4	4	4	5	10
		Provide customer id				Modified Total Direct Cost (MTDC) or Total Direct Cost (TDC)	Letter of Credit number issued by the federal agency.
Yes	Yes	Yes	No	No	No	Yes	Yes
4170	National Institute of Health	DEPT002000	FED	SJC	DEPT	MTDC	1234567891

Note: Sponsor Type, Program Type and Sponsor Level are optional details  
Sponsor Base is required only if Indirect Costs are to be calculated

# Next Steps

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- Complete Department Configuration Task in Workshop

# Question and Answer

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